NORTHWEST NATIVE CHAMBER

# Cohort Compensation & Payment Instructions

Tribal Child Care Infrastructure & Leadership Cohort

**Thank you for participating in the TCCIL 2026-2027 Cohort!** Each participating Tribal or Tribal-serving program may receive up to $10,000 in milestone-based incentives for participation and completion. In addition, travel support for in-person gatherings may be available in the form of a reimbursement. Compensation is provided to the participating organization, not necessarily to the individual attending the cohort sessions.

## Milestone-Based Incentives

To receive payment, each organization must provide ACH/electronic transfer information using the **Electronic Transfer Authorization Form.**

### Who should complete the form?

The form should be completed by the person within your organization who is authorized to provide payment information and/or manage electronic payments for the organization. This may be someone other than the person participating in the cohort.

For example:

- A Tribal Education Director may be the organization's cohort participant, while a Tribal Finance, Accounting, or Fiscal Department staff member completes the form using the Tribe's banking information.
- A nonprofit program director may participate in the cohort, while the organization's bookkeeper, finance staff, or authorized administrator completes the form.
- If you are both the cohort participant and the person responsible for your organization's financial information, you may complete the form yourself.

## What you need to do

1. Identify the appropriate person within your organization who can provide or authorize ACH payment information.
2. Share this page and the **Electronic Transfer Authorization Form** with that person, if needed.
3. Have the authorized person complete and submit the form with the organization's payment information.
4. If your organization has specific requirements for receiving payments or completing vendor/payment paperwork, please coordinate with your finance or accounting department to make sure those requirements are met.

**Important:** Please do not submit personal banking information if payment should be made to your organization. The ACH information provided should correspond to the participating organization that will receive the cohort compensation.

If you are unsure who should complete the form, we recommend checking with your organization's finance, accounting, fiscal, or administrative staff. You are also welcome to share our contact information with your finance or accounting department if they have questions about the payment process. For assistance, please contact us at **CCIFsupport@nwnc.org.**

# Travel Reimbursement

For in-person cohort sessions, participating organizations and Tribes are responsible for handling payment or reimbursement to their staff or representatives who attend. NWNC will reimburse the participating Tribal or Tribal-serving organization for eligible travel expenses associated with participation.

Each individual who attends an in-person session and incurs eligible travel expenses must complete the **Travel & Expense Reimbursement Form.** The form allows NWNC to document and reimburse each participating organization for eligible expenses such as mileage, lodging, meals, and other approved travel costs.

## What you need to do

1. Keep documentation of your eligible travel expenses, including receipts and mileage information, as applicable.

2. For each in-person session you attend, download a copy of the **Travel & Expense Reimbursement Form Template.** Fill out the form following the instructions for each section.
3. Submit the completed form and all relevant receipts or documentation to **CCIFsupport@nwnc.org** as submission. An NWNC staff member will respond directly to the email with confirmation or corrections if needed.
4. Your organization will handle payment or reimbursement to you according to its normal internal processes.
5. NWNC will reimburse the participating organization or Tribe for eligible travel expenses based on the information submitted through the reimbursement form.

**Important:** The person attending the in-person session should complete the Travel & Expense Reimbursement Form, even though the reimbursement will be paid to the participating organization. Please do not submit personal banking information for travel reimbursement. Your organization is responsible for distributing reimbursement to its staff or representatives.

If you have questions about eligible expenses or how to complete the form, please contact us at **CCIFsupport@nwnc.org.** You are also welcome to share our contact information with your organization's finance or accounting staff if they have questions about the reimbursement process.